Re-checking Application

Step 1: After the successful submission of the fee, the applicant will get redirected to the Payment Details screen.

If the applicant has any doubts about the information they have filled in during the process, the applicant can simply click on the **"Re-Check Application"** button to preview the application and confirm the details.

Step 2: The applicant can make the required changes by editing the incorrect information. Click on the **"Save"** button & proceed.

Step 3: On the next screen, click the eye symbol to view the uploaded documents and delete them by clicking on the **"Delete"** option. In case applicant has uploaded a wrong document, he/she can delete it and re-upload the correct document.
Click on **"Pay Application Fee/Check Payment Status"** button & proceed.
Note: Payment is not required again.

Step 4: Payment Details of that Application will display on the screen. The applicant can take a printout of the payment detail & submit the application form by clicking on the **"Submit/Lock Application"** button.

Step 5: Now click on the **"Application Status"** Tab to view the status of the application i.e Approved/Objected/Rejected. Click on **"Print Report"** to view your complete application.

Step 6: By clicking on the **"Print "** button, the applicant can take a printout of their application. Click on the **"Go Back"** button to access the application status page.

Note: At the time of the collection of the certificate &smart card the candidate must bring original documents along with the receipts of payment for physical verification.

The applicant can also check his/her application status by scanning the **QR Code** which is available at the top right corner of the form.